

## MARRIAGE CERTIFICATE REQUEST FORM INSTRUCTIONS

**PLEASE READ THESE INSTRUCTIONS CAREFULLY. Failure to do so will cause a significant delay in processing your request.**

To receive a certified copy of a certificate for marriage that occurred in Alaska, send a request form or a letter which includes the following:

- ◆ Husband's full first, full middle and last name
- ◆ Wife's full first, full middle and maiden name
- ◆ Town, city or village where marriage occurred
- ◆ Date of Marriage
- ◆ Reason for requesting the certificate
- ◆ Your relationship to the person(s) named on the certificate

If you are not the bride or groom, a letter or document from the office or agency requiring the marriage certificate must be sent in with the request.

**ALL REQUESTS MUST INCLUDE A COPY OF A GOVERNMENT-ISSUED PICTURE ID OF THE APPLICANT. Enlarge the copy and lighten it as much as possible to be sure that it is clear and readable when sent to the Bureau. A signature under the copied ID is also required.**

- **SUBMITTING REQUEST** - Print and complete the request form and mail it to the address as indicated. Electronically transmitted application forms cannot be accepted. Remember to sign your request, enclose the correct fees as well as a copy of a government-issued picture ID. For marriages which occurred outside of Alaska, requests must be sent directly to the appropriate state.
- **PROCESSING TIME**- Requests sent by regular mail will be processed approximately 3-5 working days after receipt by the Bureau of Vital Statistics. Faxed requests submitted with credit card payment will normally be processed within 3 working days after receipt by the Bureau of Vital Statistics. Please note that the \$11.00 credit card fee is **not** for expedited service.
- **FEES** - Each certified copy of a certificate is \$20.00. **This fee is nonrefundable.** If the requested record cannot be found, the \$20.00 will be used for a 3-year search and a statement of search will be issued. Enclose an additional \$1.00 per year for an extended search.

Marriage Certificates requiring authentication for a foreign country have additional fees. The additional charge is \$17.00 for the first record, with \$2.00 added for each additional copy of the same record. This includes the \$2.00 fee for the Lt. Governor's office. The country that the record is being sent to must be noted on your request.

All NSF checks will be sent to a collection agency. There will be a \$30.00 charge.

- **CREDIT CARDS** - Purchase by credit card requires an additional \$11.00 fee. Orders may be processed by completing the request form and sending it to the Bureau of Vital Statistics by fax or mail, or may be processed directly online at:

[www.vitalchek.com](http://www.vitalchek.com)

Faxed requests submitted with credit card payment will normally be processed 3-5 working days after receipt by the Bureau of Vital Statistics. Please note that the \$11.00 credit card fee is **not** for expedited service.

- **CONTACT INFORMATION** - For additional information on obtaining Alaska Vital Records, please contact the Records Processing Unit in Juneau at (907) 465-3391.

# STATE OF ALASKA MARRIAGE CERTIFICATE REQUEST FORM

- You may type directly on this form and print it or you may print the form first and then complete it by hand.
- If completed by hand, be sure that all information is printed and legible.
- Requests sent by regular mail will be processed within 3-5 working days of receipt by the Bureau of Vital Statistics.
- Faxed requests submitted with credit card payment will be processed within 3 working days after receipt.
- The information you provide must be complete and accurate. **Incomplete or inaccurate requests may create significant delays in processing.**

## **REQUIRED INFORMATION**

Name of Husband: \_\_\_\_\_

Maiden Name of Wife: \_\_\_\_\_

Date of Marriage (month/day/year): \_\_\_\_\_

City or Village of Marriage (in Alaska only): \_\_\_\_\_

Relationship to Person

Whose Record is Requested: \_\_\_\_\_  
(i.e. husband, wife, legal representative)

Signature of Applicant: \_\_\_\_\_  
(husband, wife, legal representative)

**THE PERSON REQUESTING THE CERTIFICATE MUST INCLUDE A COPY OF A GOVERNMENT-ISSUED PHOTO ID WITH THIS FORM.**

**SIGNATURE BELOW THE COPY OF THE PHOTO ID IS REQUIRED.**

Your Full, Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

**Mail this form and a check preprinted with  
your name and address.**

**Or mail this form and a money order.**

**Payable to:** Bureau of Vital Statistics

5441 Commercial Blvd.

Juneau, AK 99801

**Phone:** (907) 465-3391

**Fax:** (907) 465-3618

**E-Mail:** BVSOFFICE@health.state.ak.us

\_\_\_\_\_ Certificates @ \$20/each = \$ \_\_\_\_\_

Ship by: Regular (No extra charge)

Priority Mail (Add \$3.85) \$ \_\_\_\_\_

Express (Add \$13.65) \$ \_\_\_\_\_

DHL (No PO Box / Add \$15.50) \$ \_\_\_\_\_

Payment by Credit Card (Add \$11.00) \$ \_\_\_\_\_

**TOTAL CHARGE** \$ \_\_\_\_\_

To pay by credit card: (additional \$11.00)

Name on Credit Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Visa

Mastercard

Discover

AmEx

Cardholder Signature (required): \_\_\_\_\_

Please note:  
There is a \$30.00  
NSF fee for  
returned checks.